



**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0099

**ISSUE DATE:** July 21, 2014

**TITLE:** Regulatory Officer 4

**CLOSING DATE:** August 4, 2014

**DIVISION/UNIT:** Division of Local Government Services/Local Finance Board

**LOCATION:** 101 South Broad Street, Trenton, NJ  
08625

**SALARY RANGE:** P26: \$64,677.09 - \$92,011.89

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:** Under supervision of a supervisory official or other designated official of the Division of Local Government Services/Local Finance Board, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required. Serves as Administrative Practices Officer for purposes of the agency's adoption and re-adoption of regulations. Assists the supervisory official in activities with the Attorney General and members of the Department of Law and Public Safety. Assists supervisor in activities and functions involving the agency with all departments of state and local government. Assists in the preparation of formal hearings conducted by the agency. Assists in the drafting, coordinating, and revision of opinions and orders that may be required to implement the statutory authority, powers, and duties imposed upon the agency. Assists in the review of formal decisions, orders, and reports to ensure: 1) their compliance with appropriate laws as they affect the administrative and regulatory functions of the agency, and 2) that they conform to established agency policy and precedents.

Assists with the administration of Superstorm Sandy related grant and loan programs essential to post-Sandy local government recovery.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

**EXPERIENCE:** One (1) year of experience as an Attorney, or one (1) year of experience in the regulatory programs as a member of or associated with a public agency having jurisdiction over regulatory matters.

**LICENSE:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey. Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0099  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be e-mailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.